

PERSONNEL COMMITTEE
AGENDA
Tuesday, June 24, 2014, 6:00 PM
Quorum Court Room, Administration Building

I. Assessor's Office – Reorganization

A. Delete four (4) Appraiser positions (grade 12)

B. Add the following four (4) positions

1. Appraiser – Level IV, Lead Appraiser (grade 13)
2. Appraiser – Level IV, Market Valuation Specialist (grade 13)
3. Appraiser – Level IV, Reappraisal Auditor (grade 12)
4. Appraiser – Level IV, Support Specialist (grade 12)

II. Collector's Office

A. Add Three (3) Positions

1. Add two (2) Deputy Collector Supervisor (grade 10)
2. Deputy Collector I (grade 5)

B. Delete One (1) Position

1. Satellite Office Administrator (grade 11)

III. Road Department

A. Delete four (4) Positions

1. Director of Road/Bridge Construction and Maintenance (grade 22)
2. Asset Control Coordinator (grade 14)
3. Assistant Road Superintendent (grade 15)
4. Road Coordinator (grade 8)

B. Add four (4) Positions

1. Construction Superintendent II (grade 20)
2. Administration Coordinator (grade 15)
3. Senior Asset Control Coordinator (grade 15)
4. Staff Assistant (grade 6)

IV. **Information Technology Department** (* denotes change of grade or new position. All others are changes to title/duties without a change in grade)

A. **Delete Five (5) Positions**

1. (2) PC Support Specialists
2. Assistant Systems Administrator
3. Webmaster
4. IT-Project Manager

B. **Add Five (5) Positions**

1. Connectivity Analyst*
2. System Analyst*
3. Network Administrator (was assistant systems administrator)
4. Information Coordinator (was webmaster)
5. Database Administrator and Project Coordinator (was IT-Project Manager)

V. **Policy Language**

- A. Vacation Language to allow the three week accrual rate to start at the beginning of the 6th year.
- B. Change in Grievance Policy to only send Grievance Council Members the time and date of grievance; and the grievant's name, job title, and department. Past policy language required that the grievant's letter requesting the hearing be sent.

VI. **Historical Preservation Commission**

- A. Delete Staff Assistant from Budget and Schedule 4 Effective 3/10/2014